



Maple Valley City Update

October 2022

From the Desk of Laura Philpot

"We must find time to stop and thank the people who make a difference in our lives."

– John F. Kennedy

Often people correlate November with thankfulness. The practice of gratitude is a very powerful and provides many benefits. The act of recognizing the positive things in your life can help:

- improve sleep quality.
- improve emotional regulation.
- increase feelings of happiness and positive mood.
- foster hope for the future.
- reduce stress, burnout, and symptoms of post-traumatic stress disorder (PTSD)
- increase resilience.

Please consider taking a moment each day this month to reflect on what you are grateful for. You may find that it's easier than you think!

In addition to being grateful this month, we hope that our community remembers the power of Kindness as well. As most of you know, the City of Maple Valley is hosting its THIRD annual citywide campaign, **Kindness Connects Maple Valley**.

Join us in reaching out to those you know and those you don't to let them know what they mean to you. Kindness cards with 5 different phrases will be available to pass out, mail, or send virtually. These cards have space on the back to write your own personal message. Kindness cards will be available to pick up at the participating locations listed below.

Kindness Connects Maple Valley will run throughout the month of November.

Message of the Week: Each week will feature a specific message with a corresponding card to share with others. Watch Facebook and Instagram for some fun ways to participate, or come up with your own creative ideas!



Week #	Dates	Message of the Week
Week 1	10/29 - 11/6	YOU BELONG HERE
Week 2	11/7 - 11/13	YOU ARE STRONG
Week 3	11/14 - 11/20	YOU MAKE A DIFFERENCE
Week 4	11/21 - 11/27	I AM GRATEFUL FOR YOU
Week 5	11/28 - 12/4	YOU GOT THIS

Oct. 5	<ul style="list-style-type: none"> • Planning Comm. • Art Walk and Exhibits—Maple Valley Creative Arts Council
Oct. 6	<ul style="list-style-type: none"> • Library Advisory Board
Oct. 10	<ul style="list-style-type: none"> • City Council Special and Regular Mtg.
Oct. 11	<ul style="list-style-type: none"> • Lake Wilderness Citizen Advisory Comm.
Oct. 12	<ul style="list-style-type: none"> • Parks and Rec Comm.
Oct. 17	<ul style="list-style-type: none"> • Public Safety Oversight Comm. • City Council Special Mtg.
Oct. 18	<ul style="list-style-type: none"> • Economic Dev. Comm.
Oct. 19	<ul style="list-style-type: none"> • Finance Comm. Mtg. • Planning Comm. Mtg.
Oct. 22	<ul style="list-style-type: none"> • Make a Difference Day • Fall Recycling Event • City Council Budget Retreat
Oct. 24	<ul style="list-style-type: none"> • City Council Special and Regular Mtg.
Oct. 29	<ul style="list-style-type: none"> • Farmers Market—Harvest Market
Oct. 31	<ul style="list-style-type: none"> • Trick or Trucks

ECONOMIC DEVELOPMENT

Support the development of the Legacy Site through industry and business contacts

Identify opportunity to attract investment opportunity for Maple Valley

Work collaboratively with King County to activate Summit Place (122 acres) which will increase economic activity in Maple Valley and provide more employment opportunities for residents

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Work collaboratively with King County to activate Summit Place (122 acres) which will increase economic activity in Maple Valley and provide more employment opportunities for residents

Increase tourism visibility for Maple Valley by promoting the outdoor recreation amenities and large events which will attract new spending dollars for the community

Work with the Chamber to find ways to support and grow our existing businesses Bring in new businesses to grow employment opportunities for our residents Support the existing businesses as they recovery from impacts to due to COVID-19

Bring private entertainment to Maple Valley providing options for local families to stay in Maple Valley

PARKS & RECREATION

Support staff to maintain parks and facilities to established standards through the Maintenance Management Plan

Continue to provide recreation opportunities for the community that enhance quality of life Support and provide events that create community

Maintain healthy partnerships with local organizations such as Arboretum, Farmer's Market, Elk Run Farm, etc. Support enhancements of park system through capital improvement projects

PUBLIC SAFETY

Continue to work with the King County Sheriff's Office in providing good police services to City citizens through the existing contract

Increased participation in National Night Out and Neighborhood Watch Meetings Jump start our Explorer Program and solicit new members through the TSD

Be prepared for the reemergence of our annual community events, with the addition of our marquis event, 2021 IRON-MAN 70.3!

Participate in localized emergency preparedness drills utilizing the City's newly updated Comprehensive Emergency Management Plan and the new Emergency Operations Center

Improve the continuity of operations and continuity of government planning Establish a community & police clean-up campaign to build rapport with our citizens

PUBLIC WORKS

Support the implementation of the City's six year Transportation Improvement Plan and staff's efforts to seek grant funding

Support staff to continue to improve right of way landscaping, pavement management, and flood control
Continue to support City staff's efforts to keep Maple Valley NPDES compliant

Continue to support the Public Works staff in efforts to improve water quality of storm runoff
Continue involvement in regional groups dealing with transportation issues

QUALITY CITY SERVICES

Improve the City's customer service and public opinion of their local government

Through innovative ideas and technologies, increase citizen access to their local government

Continue to support efforts of Black Diamond, Covington, and Maple Valley in identifying opportunities where the three communities can work together/share resources to maximize efficiencies and better use public funds
Continue strong participation in the Sound Cities Association and associated committees

Continue to work with Federal, State and County elected officials on legislation that impacts Maple Valley and our region.

COMMUNITY DEVELOPMENT

Adopt Downtown Standards and Guidance code amendments to create the heart of Maple Valley
Support the development of the Legacy Site through land use planning

Adopt code amendments to improve future development in commercial zoned areas
Continue to provide excellent customer service through permit review, issuance, and inspection

The City Council and City Manager represent the City's interests in a wide variety of meetings, both local and regional. Over the past month, this representation has been active in the following:

SEAN P. KELLY, MAYOR

- Agenda Review Meetings
- Durgotsav in Maple Valley
- Summit Property Meeting
- Community Leader Group Meeting
- SCA Networking Meeting
- Indian Dance Night
- Special Meeting – Boards & Commissions
- South End Mayors Meetings
- SCA Public Issues Committee Meeting
- Fall 2022 K4C Elected Official Work Session
- SCORE Jail Meeting
- Met with Congresswomen Kim Schrier
- PSOC Meeting
- MV Chamber Luncheon
- MV Rotary Meeting
- SKHHP Executive Board Meeting
- Make A Difference Day Proclamation
- Make a Difference Day Project
- City Council Budget Retreat
- IRONMAN 70.3 Sub-Committee Event Debrief
- Mark Ratcliffe Retirement Proclamation
- October Community Services Coalition Meeting
- Meeting with Senator Mark Mullet
- Maple Valley Farmer's Market-Harvest Market
- Met with Representative Lisa Callan
- MV Community Center Trick or Truck
- Communications Committee – Review Community Survey

DANA PARNELLO, DEPUTY MAYOR

- Agenda Planning/Review Meetings
- Council Regular Business Meetings
- Council Study Sessions
- City Council Special Meetings
- City Council Executive Meetings
- Lake Wilderness Golf Course Clubhouse Meetings
- Tahoma School District Facilities Use Meetings
- Special Council Meeting – SE King County Airport Siting
- Council Jurassic Parliament Procedures Training
- Tahoma Cross Country Relay at Lake Wilderness Park
- Summit Property Discussions
- Learn – Suicide Prevention Webinar
- IRONMAN 70.3 Event Volunteering
- Make A Difference Day Proclamation Presentation
- City Council Budget Retreat
- Mark Ratcliffe Retirement Celebration
- Joint Meeting - Council Sub-Committee and Planning Commission Sub-Committee

DIDEM PIERSON, COUNCILOR

- City Council Meetings
- City Council Work Study Sessions
- IRONMAN 70.3 Planning Committee Meetings
- SCA Summer Social
- Maple Valley Make a Difference Breakfast
- Ribbon Cutting Ceremony – Studio 89
- Mayors Day of Concern – Harvest Festival
- Budget Retreat

The City Council and City Manager represent the City's interests in a wide variety of meetings, both local and regional. Over the last month this representation has been active in the following:

SYD DAWSON, COUNCILOR

- City Council Meetings
- Council Finance Committee
- Downtown Design Standards Review Meeting
- SCA Networking Dinner
- Maple Valley Historical Society Board Meeting
- Make A Difference Day
- Fall Council Budget Retreat
- Mark Ratcliffe Retirement Celebration
- Maple Valley Farmers Market Harvest Market
- Kindness Connects Kick-Off
- Trick or Truck Halloween Event at the Great Maple Valley Community Center
- Community Survey Review with Council Communications Committee

VICTORIA SCHROFF, COUNCILOR

- Regular Business Meetings
- Local Indian Community Celebration/Dance
- K4C Elected Officials Meeting
- Finance Committee
- Communications Committee
- Make A Difference Day
- Budget Retreat
- Mark Ratcliffe Retirement Celebration
- Harvest Market Booths – Mayor's Day of Concern/Kindness Connects

LES BURBERRY, COUNCILOR

- Regular Council Meetings
- Council Budget Retreat

LINDA JOHNSON, COUNCILOR

- Library Guild Meeting
- Art Walk
- City Hall Phone Coverage
- Budget Retreat
- Make A Difference Day
- Mark Ratcliffe Retirement Celebration

LAURA PHILPOT, CITY MANAGER

- Budget Meetings
- City Council Budget Retreat
- Legislative Meetings and Priority Setting
- Food Bank Board Meetings
- Summit Property Meeting
- City Council Regular and Special Meetings
- Maple Valley Public Safety Coordination Meetings
- Economic Development Commission Meeting
- Maple Valley Black Diamond Chamber Luncheon
- Finance Committee Meetings
- Tahoma School District/City Staff Meetings
- Community Survey Review Meetings
- Lake Wilderness Golf Clubhouse Meetings
- Verkada System Meeting
- IRONMAN 70.3 Sub-Committee Event Debrief
- Community Grants Discussion
- Cell Tower Discussion
- The Villages Public Meeting
- All Staff Meeting
- REACH Staff Meeting
- Mark Ratcliffe Retirement Celebration
- Monthly Community Services Coalition Meeting
- District and City Managers Meeting

FACT (Future Actions, Conversations & Tasks)

FACT SHEET PROCEDURES PER CITY COUNCIL RESOLUTION NO. R-21-1554 APPROVED APRIL 26, 2021.

Placing Items on the FACT Sheet.

- Only City Councilmembers can recommend that items be placed on the FACT Sheet. Thereafter, an item may be placed on the FACT Sheet only with concurrence of the City Council at an open public meeting of the City Council.

Removing Items from the FACT Sheet.

- City staff and City Councilmembers can both recommend that items be taken off the FACT Sheet. Thereafter, an item may be removed from the FACT Sheet only with concurrence from City Council at an open public *business* meeting.

FACT—Future Actions, Conversations & Tasks

Initiated By	Date	Item	Description	Due Date Department	Date Resolved	Notes
Councilor Johnson	11/13/2018	Art Requirements and/or Incentives	Review the municipal code and development regulations to encourage and/or incentivize more public art within our city.	Community Development/Economic Development		Proposed 2022 Planning Commission Work Plan includes this item as a future parking lot work plan item. This work will likely need to be considered as part of the 2023 Work Plan. 2022 work plan is full to the end of the year.
Councilor Johnson	9/9/2019	Tree Retention	Bring tree retention code back to Council for review.	Public Works/Community Development		This PC work is included on the 2022 PC Work Plan. Council has directed staff to encourage the Planning Commission to bring a recommendation to Council by end of year. Planning Commission is nearing conclusion of their deliberation and will be ready to hand off recommendations before the end of the year.
Councilor Dawson	1/21/2020	Evaluate Short Term Rentals	Review short term rental activity (such as Airbnb and VRBO) within City limits.	City Manager/Economic Development Commission		During the last discussion with Council on this fact sheet item, Council asked staff to investigate if AirBnB and VRBO could be notified that rentals less than 30 days are not allowed in Maple Valley. Staff contacted VRBO who responded they will work on this request. Staff plans to reach out to AirBnB once VRBO complies with request.

FACT (Future Actions, Conversations & Tasks)

Initiated By	Date	Item	Description	Due Date Department	Date Resolved	Notes
Councilor Johnson	7/27/2020	Shrubs and Groundcover Standards	Consider putting shrubs and groundcover standards on a future planning commission work plan.	Community Development		2022 Planning Commission Work Plan includes this item as a future parking lot work plan item. This work will likely need to be considered as part of the 2023 Work Plan as the 2022 work plan is full.
Councilor Dawson	5/24/2021	Work with WSDOT to reduce speed limit on SR 169	Work with WSDOT to have a consistent speed limit of 35 mph along SR169 through the City Limits.	City Manager/ Public Works		Staff met with WSDOT on May 12, 2022. WSDOT has completed their speed studies. They believe they can support a speed reduction to 40 mph from SE 253 rd Pl to SE 240 th Street where currently the speed limit is 45mph. WSDOT is reviewing options to reduce the speed between SE 260 th St to SE 253 rd Place to 35mph. They believe the City will have to narrow the corridor in order to do this but will come back to staff with options. The City's WSDOT lead on this work has left WSDOT. We have connected with his replacement and met with her to get her updated.
Mayor Kelly	6/28/2021	Heating and Cooling Centers	Bring back a more robust plan regarding heating and cooling centers (or locations) in cases of extreme weather conditions.	Emergency Management		The Heating and Cooling Subcommittee made a report to the full council on June 27. There was Council consensus to approve the Committees recommendation. Staff continues to work on messaging and outreach.
Mayor Kelly	9-27-2021	Citywide Survey	Work with the Communication Subcommittee to develop a citywide survey	City Manager	10/24/22	Council Communication Committee made recommendations to Council. City survey was disseminated and closed on Friday, September 30. Staff and consultant to presented report to Council Subcommittee on October 12 and Council on October 24.

FACT (Future Actions, Conversations & Tasks)

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Initiated By	Date	Item	Description	Due Date Department	Date Resolved	Notes
Mayor Kelly	11/08/2021	Shopping Cart Best Practices	Requesting 2 nd quarter next year, Bring back what other cities are doing.			Fred Myer completed installation of automatic locks on most of their shopping carts in September. Staff has not observed as many shopping carts in the ROW..
Deputy Mayor Parnello	11/22/2021	Lake Lucerne & Pipe Lake	Review if public access to Lake Lucerne/Pipe Lake is possible on the existing publicly owned land/dock	Public Works		Staff brought forward information to the City Council during the April 25, 2022 Council meeting. Staff plans to follow-up with options for council deliberation.
Mayor Kelly	01/24/2022	Investigate Issaquah Ordinance related to unreported crimes	Review the newly adopted ordinance in Issaquah that revokes business' licenses if they fail to report crimes and report back to Council	City Attorney		City Attorney has been in touch with Issaquah City Attorney and will update Council as soon as they provide data.
Councilor Schroff	4/25/2022	Community shuttle	Evaluate the feasibility of creating an intra-agency shuttle or tri-city shuttle option	Public Works		This will be proposed as part of the 2023 work plan.
Deputy Mayor	6/13/2022	Temporary Sign Enforcement	Council has observed an increased use of temporary signs- especially real estate signs on the weekends that violate our sign code. Please bring back a plan to show how staff will be enforcing.	Community Development		Staff will be proposing a budget program enhancement to add staff dedicated to code enforcement in the 2023 budget. In the meantime, our building inspector conducted site visits to many realty open houses in July and DJ Nesel volunteered to provide sign enforcement on weekends.

FACT (Future Actions, Conversations & Tasks)

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Initiated By	Date	Item	Description	Due Date Department	Date Resolved	Notes
Councilor Schroff	6/27/2022	Be SMART for Kids	Please work with Mom's Demand Action and look for ways to partner when it comes to gun safety education and or the distribution of gun locks.	Administrative Services	9/24/22	This was included as part of the Emergency Prep Fair and gun locks can be picked up at our Police Department.
Mayor Kelly	9/26/22	Farmer's Market Traffic Management	Work with Farmer's Market to review traffic and parking management.	Police, Public Works and City Manager		
Mayor Kelly	9/26/22	Music in the Park Security Review	Review crowd safety and present any budget implications to Council at the Oct. 22 retreat.	Parks and Police		
Mayor Kelly	9/26/22	Quarterly Public Safety Emphasis	Present a plan to emphasis different public safety programs each quarter of 2023. Examples include DUI emphasis, community business relations, seatbelts, pedestrian safety, etc.	Police		

FACT (Future Actions, Conversations & Tasks)

Initiated By	Date	Item	Description	Due Date Department	Date Resolved	Notes
Councilor Dawson	11/7/22	Farmer's Market Use of Legacy Site	Should the city consider charging the Farmer's Market a fee for the use of the Legacy Site.	City Manager		
Deputy Mayor Parnello	11/7/22	Gate at Lake Wilderness Park	During the Parks Capital Improvement Plan discussion consider adding a project that would install a gate at the main entrance at Lake Wilderness Park.	Parks		

DEPARTMENT UPDATE

Administrative Services including the City Clerks, Communications, and Emergency Management Divisions have continued to collaborate to serve the community in a variety of capacities. IT, City Clerks, and staff from all departments are collaborating on projects for the coming year to enhance the City's communication and continuity, including phone systems which are coming online soon, a new contract tracking system, and the City website Request for Proposal (RFP).

Winter weather in the Pacific Northwest is around the corner. We have recently come off one of the longest dry weather spells in recent history now rain, wind, snow, and ice, are in the forecast. On the heels of National Preparedness Month, a friendly reminder to register for emergency notifications from Alert King County <https://kingcounty.gov/depts/emergencymanagement/alert-king-county.aspx>.

Winter is coming and by most accounts, it will be wet and cold. Everyone needs to be sure to have preparedness kits for work, home, and car including water, food, blankets, cold weather gear, and flashlights. Staff also continues to participate with Puget Sound Regional Fire and King County Office of Emergency Management to work on a Strategic Plan for training and exercise opportunities planning into 2023. Staff participated in the annual Washington ShakeOut earthquake drill on October 20, 2022. The process of preparation and mitigation is never completed. The PSERN Radio system implementation continues and coordination between staff and the contractors with implementation in the coming months. Emergency Management staff with the support of the Council are working on plans to increase the City's resilience to recover from adverse situations.



Clerk's Office activities continue to include, website updates, peddler's license, records management, public disclosure requests, supporting City Council, Public Arts, Library Advisory Board, and Community Development activities. Clerk's staff assisting with the virtual/hybrid meeting at the Lodge, as well as, assisting with Wellness Committee work. The clerk's staff also continues to participate in REACH Committee and Wellness Committee.

Stats for the months of October are as follows:

- Passports: 30 (Assisted with Walk-In Passport Renewals)
- Notaries: 6
- Public Records Requests: 14
- Pet Licenses: 6
- Website Updates: 130
- Contracts: (including Amendments and Change Orders): 14

DEPARTMENT UPDATE (continued)

Communications

News Releases Issued:

- Lake Wilderness Closed Due to Algal Toxins
- City of Maple Valley Prioritizes Residents for Registration Dates & Fees
- UPDATE: Maple Valley Prioritizes Residents for Registration Dates & Fees
- City Pauses Registration for Youth Basketball

Other:

- Launched, marketed transportation survey
 - Including: social media posts, news releases and asking community partners to share our posts, emailed HOAs
- Logged and responded to emails regarding IRONMAN
- Prepared feedback for IRONMAN subcommittee meeting
- Prepared for community survey results meeting
 - Attended Council meeting with survey consultant to discuss the results
- Updated 2022 Kindness Connects information on our website, updated flyer and other marketing information for the program
- Boosted Facebook post for Lake Wilderness Lodge winter special
- Attended monthly EDC meeting > continuing to work on finalizing Pitch & Pivot stuff before launching the program
- Attended Make A Difference Day > posted photos on FB and Instagram
- Posted, updated and responded to community members regarding youth basketball registration
 - Logged all responses and emailed them back
- Attended RFP presentations for website redesign
- Launched Kindness Connects MV campaign
- Posted about Mayor's Day of Concern booth at Harvest Market

Social Media Updates: Data from October 1, 2022 – October 31, 2022

Facebook Followers: 6,620

New Facebook page likes: 47

Facebook Page Visits: 4,778

Facebook Page Reach (# of people who saw any content from our page): 21,001

Total Instagram Followers: 283

New Instagram Followers: 20

Instagram Profile Visits: 48

Instagram Reach: 295

Post with most clicks: October 7 – We all know traffic in and around Maple Valley is a hot topic!

Beginning today, transportation survey (Reach: 9,709)

Post with most reactions: October 28 – The third annual Kindness Connects.. (Likes and Reactions: 199)

Event with most responses: We didn't have an event listed in October

DEPARTMENT UPDATE

The highlight of the month was the launch of the City's 3rd annual Kindness Connects Maple Valley campaign on October 29th with a booth at the Harvest Market. The Community Resource Coordinator, Councilmembers and City staff talked with community members about the campaign and distributed kindness cards.

The city has seventeen community partners serving as Kindness Connects pick-up sites, distributing cards with a new weekly message intended to spread kindness and promote mental health all month. Road signs will also display the weekly message in the community. This year, there is a new component to the campaign – a billboard with the message "You Belong Here" on SR 169, which will run through Dec. 4. Additionally, TSD school counselors using Kindness Connects cards to supplement their social and emotional curriculum in several elementary schools.

The city continues to offer free Adult Mental Health First Aid trainings throughout the fall months, with two trainings occurring in October. Looking ahead, the CRC will take over facilitating these trainings. Monthly Youth Mental Health First Aid trainings are scheduled for Winter 2023, which will be free and available to the community through Parks and Rec.

In October, the Community Resource Coordinator participated in several monthly meetings and events focused on wellness, equity, and community resources. A highlight of the month was running a booth at Tahoma High School's volunteer fair on 10/19.

DEPARTMENT UPDATE

Hometown Holidays Preview

October kicked off the planning and preparation for the last special event of the year, Hometown Holidays. The event is on December 1st at 4 Corners and will begin at 6 pm, and officially kick off with the Tree Lighting ceremony at 6:15 pm. Johnsons Home & Garden, and The Maple Valley Edward Jones' Group, have once again stepped up to be the Title Sponsors for this year's event. Community partners have increased their generous levels of participation this year, bringing the sponsorship level to over \$6,500. As of the end of October, staff has more than 17 local groups ready to join the community participation list. This year's event includes a kiddie train, mechanical snowboard, live reindeer, and activity booths, and Santa will make an appearance and be available for pictures. New this year will be performances by Shadow Lake Elementary Choir.

Recreation Manager Retires

After 18+ years serving the community, Recreation Manager Mark Ratcliffe retired on November 1st. Mark began in Maple Valley as a contractor in 2003. Shortly after, he was then hired as a city employee and over the years built the recreation division into the very popular and active division that it is today, rivaling other cities of the same size. Mark would like to thank Council for the support over the many years and wish them good luck as the department & city continues to grow.



Sports Leagues Update



The Department's fall sports leagues continue to rise in popularity! 411 youth soccer players mark the second-most registrations for this league. Teams packed Summit Park weeknights for practices and bring out 1,200+ people each Saturday for games. The fall youth soccer league couldn't happen without the help and support of 101 volunteer soccer coaches.

Adult sports leagues continue to be popular. This fall, Maple Valley hosted 15 adult flag football teams, 11 adult volleyball teams, and 6 adult soccer teams. Games are played at Summit Park, Summit Trail Middle School, and Ravensdale Park in partnership with the Tahoma School District and the Ravensdale Park Foundation.

Recruiting and retaining adult sports officials continues to be a challenge, but staff remains hopeful that additional promotion will entice more officials to apply.



DEPARTMENT UPDATE (continued)

Park Maintenance

October brought unusual warm/dry weather for the first half of the month which provided the opportunity to complete several projects throughout the parks. In efforts to improve accessibility and drainage at Summit Dog Park entry, a drainage system and a concrete apron were installed to improve walking conditions in this area, as well as the installation of a second bench inside the dog park.



Identifying areas within the parks to improve accessibility and ADA, work was also completed at Summit Park to include a curb cut and pathway to allow better access to fields from the high school east parking lot. Secondly, two additional ADA parking stalls were added to the Arboretum parking lot. Resurfacing/grading the walkway to improve accessibility/maneuverability was also completed.



Summit Park



LW Arboretum Parking

Several other projects were completed including extensively weeding the Lodge hillside and pruning trees/hedged shrubs to improve aesthetics, completed topdressing Fernwood Park entry with fresh woodchips and crushed rock to renew the landscape. The Department supported the Make A Difference Day including helping Girl Scouts with trail work on the Gnome trail and worked with Gaffney's Grove volunteers to complete wood chipping on the disc golf course. The team also worked with Elk Run Farm staff and helped them till/loosen soil for future plantings. All projects were very successful.



Girls Scouts @ Gnome Trail



Chipping at Disc Golf



Tilling at Elk Run Farm

DEPARTMENT UPDATE

October Highlights

We have increased the dial on our citywide phishing campaign to continue education and staff awareness in order to safeguard the City from cyberattacks. Major improvements have been completed with our server infrastructure. We now have VMware high availability configured. This allows us to potentially lose 2 of our 3 hosts to hardware failure without any disruption to services. All servers will automatically migrate to another host.

The Budget retreat was a productive day filled with PowerPoint presentations, engagement, and witty questions from Council about the budget (designed to capture words to achieve the BINGO winner title). With majority of the budget presentations complete, we look forward to next month's study session to complete the remaining discussions with Public Works, Public Safety, Parks and Recreation, and potential optional budget considerations for Council.

November Outlook

The following include our Priorities in the upcoming month: 1) Preliminary Budget study session and public hearing, 2) 2021 Financial Statements Audit and Single Audit of our Federal Funds, and 3) Rollout of Multi-Factor Authentication and deployment of new VPN client.

FINANCE

- Accounts Payable Desk
 - Entered invoices and credit cards processed into Incode
 - Scanned invoices, saved in approval folders, filled out any necessary worksheets
 - Downloaded and saved daily bank statements and filled out the cash receipts balancing spreadsheets
 - Sorted through emails in Finance 2 inbox, filed, sorted, saved invoices in approval folders, etc.
 - Assisted with preliminary budget book
 - Internal Audit of Payroll
 - Grant Meeting with We the People
 - Reviewed LWGC reimbursement packets sent from CourseCo
- Payroll Desk
 - Processed Payroll for the month and benefit payments
 - Preliminary budget book assistance
 - Attended Budget retreat
 - Invoices reviewed and corrected for payment
 - Audit report sent to Finance Committee
 - Credit apps filled out for LWL
 - PSRFA meeting
 - Outstanding invoices
 - Edits made and new copies printed for retreat
 - Medical Rate calculations
 - 2023 Payroll Calendar completed and posted on ESS
 - 2023 Benefit calendar completed

DEPARTMENT UPDATE (continued)

- AWC Reconciliation review
- COLA historical data compiled
- Accounts Receivable
 - RoW billing invoiced from May-September
 - Fire Permits created and mailed: 3
 - Fire Inspections billed: 7
 - False Alarm Account notices
 - Endorsement calculations
 - EMPG Grant received & receipted
- Audit/Budget Desk
 - Preliminary Budget book preparation
 - Participated in Budget Retreat
 - Draft setup budget options tab
 - SAO audit and meetings: Provided requested documents for sampling, revenue and liability receipts and ARPA expenditure discussion
 - August/September month end processing
 - Bank Reconciliation
 - Month end journals and LWGC Cash Recon.
 - Internal service funds reconciliation
 - Transfer corrections
- Administration: Finance Director
 - Meetings: Staff, City Manager, and other stakeholders:
 - Check-in Meetings with internal staff
 - Finance Committee Meeting
 - Grant Meeting with We the People
 - EDC Meeting: grants
 - 2021 SAO Audit
 - SAO meeting on ARPA
 - 2022 Budget
 - Monthly Journal Entries reviewed/authorized for September month end
 - Invoices Reviewed for authorization
 - AP and Payroll: Review & Banking Authorization.
 - Reviewed contracts terminating in 2022 for action items.
 - 2023-2024 Budget Process
 - Budget Retreat/presentation
 - Preliminary budget book preparation
 - Budget Book Delivered to Council
 - Analyzed cost impact of new proposed KC police costs
 - 2023 property tax levy preparation/public hearing
 - Community grants memo drafted with legal
 - Reviewed drafted options tab for additional changes needed
 - Updated prop tax documents with new KC worksheet.
 - Miscellaneous
 - Completed Survey Requested by DOR on SHB 1406
 - Provided draft asset list to Enterprise Fleet Management

DEPARTMENT UPDATE (continued)

Finance / IT / GIS

- GIS Desk
 - GIS data updates
 - King County Parcels Data set Update
 - Develop Standard Operating Procedures
 - Field mapping automation and testing
 - Cedar Peak SWM features
 - Corrected Addresses
 - Data requests
 - Amazon SWM Asset fixes
 - Cityworks Support
 - SWM Filtration Vault Repair Work Order Template
 - Illegal Dumping Service Request Template reconfiguration
 - Update Mowing Routes
 - User account management
 - Field Inspections issues fixed for SWM
 - GIS Support
 - Climate Action and Resiliency Plan Kickoff meeting
 - Updated PerfectMind address locator and tested with Recreation
 - Agreed to work from the Lodge on the first day of registration (Nov 1) to provide support
 - Created/Updated Esri Accounts for Snow Plow team in preparation for winter
 - Tested configurations
 - GIS Server Migration meeting with Esri
 - GIS Server Migration meeting with IT
 - SeaTac Emergency Management GIS Overview
 - Resident/Non-Resident registrant analysis for Recreation
 - Map production and support
 - Maple Valley/Zip Code 98038 map for residency communication
 - EOC Situation Map
 - Banner Printing
 - Residency Map for Recreation Registration
 - Other
 - Sound to Summit Regional GIS Intro Meeting with King County GIS and Kent GIS
 - WA Aerial Imagery Study - Stakeholder Workshop
 - Budget Retreat attended
 - Planteria Demo – Website Conversion Project
- IT Administration/Support
 - Help Ticket & Support:
 - Council Meeting and commission support
 - Assisted Staff with Ring Central phone configurations, modified call trees at City Hall to accommodate afternoon schedules and front desk coverage
 - Covered Help Desk/Staff Support requests
 - Attended City Council and Planning Commission Meeting, trained staff on basic operation and troubleshooting

DEPARTMENT UPDATE (continued)

- Wireless option made to simplify connectivity and operation for the Maple Room AV Setup.
- Upgraded Security Camera DVR software at the Lodge, enabled local access for staff monitoring
- Administration:
 - Completed phone system cutover to RingCentral including analog fax lines for City Hall and MVPD
 - Upgraded GIS server operating systems to address known security vulnerability, currently planning additional upgrades to ArcGIS Portal with GIS Manager
 - Migrated most of the remaining servers to our new VMware ESXi hosts
 - Multi Factor Authentication (MFA) testing: Currently enabled on 4 accounts.
 - Reviewed new printer contract proposal, sending to legal for current contract review, will also look into additional vendor options
 - Reviewed Workstation and Server windows update patch levels, currently averaging > 90% compliance
 - Attended active shooter training
 - Continuing to audit and monitor security policy and logs.
 - Participated in Budget Retreat.
 - Reviewed city website renewal demonstration from the open RFP
 - Started configuration of servers for Disaster Recovery use at EOC (re-using our old equipment, updating firmware, and replacing storage)
 - Attended All staff meeting, spoke to staff about Cyber Security threats and upcoming security enhancements (MFA and VPN connection changes)

CAPITAL IMPROVEMENT PROJECTS

2022 Annual Asphalt Overlay Program (T-23):

Design Consultant:	King County
Construction Management:	City PW Inspector/King County
Construction Contract:	ICON
Construction Bid Award:	July 28, 2022
Construction Start:	Spring 2023
Construction Substantial Completion:	May 2023
Construction Final Completion:	May 2023

Description:

The interlocal agreement between Maple Valley and King County authorizes King County to perform all or any part of the construction, repair, and maintenance of streets for a mutually agreed upon cost based upon unit costs obtained from the County's bid. The interlocal agreement provides Maple Valley economy of scale and an efficient means of accomplishing the City's annual (2022) overlay project.

The 2022 annual overlay program included streets in the Springhaven neighborhood. The overlay streets are as follows:

- SE 253rd Place from SR 169 to SE 256th Street

Current Status:

- Due to wet weather season, King County is temporarily postponing the overlay project to next spring. Staff has informed the Springhaven HOA of King County's project schedule.

Past Milestones:

- Staff sent a Discretionary Request to King County to include the City's overlay program streets in their 2022 Countywide Pavement Preservation Program.
- 30% design kick-off meeting was held.
- Staff reviewed the overlay scope of work with King County on the field for inclusion to the King County 2022 Countywide Pavement Preservation Program.
- King County prepared the cost estimate for staff review and scheduled the 90% design meeting for March 8, 2022.
- City Council approved a 2022 budget of \$360K for T23.
- Staff attended the 100% PS&E coordination meeting with King County.
- King County finalized the 100% PS&E for advertisement, received bids, and awarded the contract to ICON Construction.
- Staff attended a pre-construction meeting with King County and ICON on August 18, 2022.
- King County completed the bid opening on July 28, 2022. The responsible low bidder is confirmed to be ICON Construction. The bid result for the City of Maple Valley overlay program is \$338,913.35, within the approved project budget amount. The City Manager signed the Discretionary Request Form B that was approved by City Council at the July 25, 2022 meeting.

CAPITAL IMPROVEMENT PROJECTS (continued)

Witte Road – SE 249th Place to North of SE 254th Place (T28b Phase 3 North)

Design Consultant:	PBS Engineering and Environmental, Inc.
Construction Management:	KBA
Construction Contract:	Ceccanti (North corridor project)
Construction Bid Award:	May 10, 2021 (North corridor project)
Est. Construction Date:	May 2021
Construction Substantial Completion:	September 2021
Construction Final Completion:	TBD

Description:

Phase 3 North includes development of a full-road rehabilitation for the Witte Road corridor north of the SE 254th Place intersection through SE 249th Place. Specific project enhancements include pavement upgrade, sidewalk installation, bike lanes, drainage improvements, retaining walls, and utility undergrounding. The Phase 3 North project also includes the Jenkins Creek culvert replacement crossing Witte Road SE.

Current Status:

- Ceccanti is still working on other punch list items.
- Staff will meet Ceccanti onsite to review the remaining items.

Past Milestones:

- Council awarded the design contract to PBS for the roundabout and culvert replacement project at 254th Place.
- The design kick-off meeting was conducted.
- Staff submitted the TIB grant application for the roundabout project.
- Staff provided City Council an update on the roundabout project in September 2020. Staff communicated Council's comments on design to the design team.
- The consultant provided 30% drawings for staff review.
- WSDOT approved the Right of Way Procurement Procedures.
- Staff worked with the consultant to review design options for the golf course storage area access.
- Staff reviewed staging options for construction. Staff also reviewed phasing options for construction and presented a project update with these options to City Council.
- Staff reviewed 95% drawings and project documents and returned comments to the consultant.
- Council approved a design contract amendment for PBS to complete the PS&E for splitting the Phase 3 project into a two-phase project.
- Staff and the consultant completed 100% PS&E for the Phase 3 North project.
- Council provided direction for staff to split the project into a northern project and a southern project. The northern project (Phase 3 North) was advertised in March 2021 and will begin construction in early summer (2021).
- Staff prepared and submitted the SEPA checklist for the Phase 3 South project.
- City Council approved the consultant contract to KBA for construction management of the Phase 3 North project.
- Staff received approval for the stormwater permit for the North Phase of the project from the DOE.

CAPITAL IMPROVEMENT PROJECTS (continued)

- Staff applied for Senator Patty Murray's and Congresswomen Kim Schrier's requests for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmarked Community Grants program for 2022.
- City Council awarded the construction contract to Ceccanti during the May 10, 2021 City Council meeting.
- City Council approved the consultant contract to KBA for construction management of the Phase 3 North project.
- Staff obtained easements for the Phase 3 North project.
- Staff started procurement of the box culvert for replacement at main stem Jenkins Creek.
- Ceccanti began construction on May 17, 2021.
- Soos Creek completed their sewer main relocation.
- Ceccanti completed installation of the culvert, joint utility trench, block wall, waterline, curb and gutter, storm sewer, paving, and striping throughout the project.
- The road was final paved and opened for the Ironman event.
- A walkthrough was completed to identify punch list items.
- The fencing contractor completed the split rail fence removal and replacement with a chain link fence.

Witte Road – North of SE 254th Place to SE 256th Street including 254th Roundabout (T28b Phase 3 South)

Design Consultant:	PBS Engineering and Environmental, Inc.
Construction Management:	TBD
Construction Contract:	TBD
Construction Bid Award:	Feb 2023
Est. Construction Date:	March 2023
Construction Substantial Completion:	TBD
Construction Final Completion:	2024

Description:

Phase 3 South includes development of a full-road rehabilitation for the Witte Road corridor north of the realigned SE 256th Street intersection to north of SE 254th Place. Specific project enhancements include pavement upgrade, sidewalk installation, bike lanes, drainage improvements, retaining walls, utility undergrounding, and intersection upgrades. Phase 3 also includes construction of a roundabout at the intersection of Witte Road/254th Place, a fish passage culvert at SE 254th Place, and daylighting of the culvert at 220th Avenue SE.

Current Status:

- Staff and design consultant PBS continue to work on completing the 100% design documents.
- Staff continues to work on ROW documents.
- The consultant submitted the illumination design for City staff review. The consultant is finalizing the pedestrian connection from 220th Avenue SE for City staff review.
- The consultant submitted the final Large Woody Material layout for permitting.
- The final DAHP concurrence letter was received
- The project is tentatively scheduled to advertise a request for bids in early January 2023.

CAPITAL IMPROVEMENT PROJECTS (continued)

Past Milestones:

- Council awarded the design contract to PBS for the roundabout and culvert replacement project at 254th Place.
- The design kick-off meeting was conducted.
- Staff submitted the TIB grant application for the roundabout project.
- Staff provided City Council an update on the roundabout project in September 2020. Staff communicated Council's comments on design to the design team.
- The consultant provided 30% drawings for staff review.
- WSDOT approved the Right of Way Procurement Procedures.
- Staff worked with the consultant to review design options for the golf course storage area access.
- Staff reviewed staging options for construction. Staff also reviewed phasing options for construction and presented a project update with these options to City Council.
- Staff reviewed 95% drawings and project documents and returned comments to the consultant.
- Council approved a design contract amendment for PBS to complete the PS&E for splitting the Phase 3 project into a two-phase project.
- Staff and the consultant completed 100% PS&E for the Phase 3 North project.
- Council provided direction for staff to split the project into a northern project and a southern project. The northern project (Phase 3 North) was advertised in March 2021 and will begin construction early in the summer (2021).
- Staff prepared and submitted the SEPA checklist for the Phase 3 South project.
- Staff applied for Senator Patty Murray's and Congresswomen Kim Schrier's requests for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022.
- The City's lobbyist met with federal congressional representatives regarding funding for this project through federal infrastructure stimulus monies. The bill was approved by the Senate and is with the House of Representatives.
- Staff addressed the Army Corp permit review comments.
- A design contract amendment was approved by City Council at the January 10, 2022 meeting for additional scopes of work as part of the final designs.
- The 2022 TIP budget was presented to City Council at the February 28, 2022 meeting and the budget was approved to plan for the construction phase of this project in 2023 if federal funds are available.
- Staff made a presentation to the King County Regional Funding Committee this month. Unfortunately, the project wasn't competitive to be selected for regional funding competition but is on the contingency list.
- The CD-PW director submitted a grant application to apply for PSRC King County Countywide Funding Competitions for construction funding of this project, and made a project presentation to the project selection board in May.
- This project was included in the draft 6-year TIP to start construction in 2023 for council adoption at the June 27, 2022 meeting.

CAPITAL IMPROVEMENT PROJECTS (continued)

SR 169 Widening – SE 253rd Place to SE 260th Street (T-45)

Design Consultant:	PBS Engineering and Environmental, Inc.
Construction Management:	TBD
Construction Contract:	TBD
Construction Bid Award:	TBD
Est. Construction Date:	TBD

Description:

This SR 169 corridor project will improve traffic operation, safety, access management, and non-motorized amenities in the vicinity of the Legacy Site between SE 253rd Place and SE 260th Street. Proposed improvements include widening SR 169 to a multi-modal urban corridor with two travel lanes in each direction, sidewalks and bicycle lanes on both sides, street lighting, surface water enhancements, pavement rehabilitation, and roundabout intersection improvements at SR 169/SE 260th St and SR 169/SE 253rd Place. Access improvements at Rock Creek Elementary school and the Legacy Site will also be included, as well as school traffic improvements.

Current Status:

- Staff and the consultant team are working towards a complete 30% design of the preferred alternative.
- Staff and WSDOT submitted the WSDOT design documents (Basis of Design, Intersection Control Evaluation) and are awaiting WSDOT comments.
- The consultant is working with WSDOT Department of Archaeology and Historic Preservation to obtain APE and SHPO concurrences for the project.
- Staff continues to meet with individual property owners that potentially have project Right-of-Way impacts and with interested members of the public.

Past Milestones:

- Staff met with Lori Cloud (Tahoma School District) to provide an update on design and the new schedule.
- The team submitted a traffic analysis to WSDOT with intersection improvement alternatives.
- Staff met with the Lake Forest Estates HOA and discussed intersection improvement alternatives.
- Staff provided a written response to the October 31, 2019 letter from the Lake Forest Estates HOA.
- Public Open House No. 1 was held on September 10, 2019.
- The topographic survey is mostly complete.
- Traffic counting is complete.
- Staff met with the School District to discuss options for the school entrance.
- Staff responded to the Lake Forest Estates HOA complaints on responsiveness and transparency.
- Staff applied for Congresswoman Kim Schrier's request for infrastructure projects.
- Staff applied for Senator Patty Murray's request for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022.
- Staff responded to follow up questions on the project from Congresswoman Schrier's office.
- City Council adopted the 2022-2027 Six Year TIP including design for this project to be in 2022 and construction to be in 2023 and 2024 depending on grant funding.
- Staff met with the Lake Forest Estate HOA and responded to public comments from the public hearing on the Six Year TIP.

CAPITAL IMPROVEMENT PROJECTS (continued)

- Staff met with the Springhaven HOA board members to provide project updates.
- Staff met with design consultant PBS and the design team in November 2019 to have a design restart kickoff meeting.
- Staff and the design consultant team restarted the preliminary design of the project.
- The design team updated traffic data and survey information for the project.
- Staff met with the Tahoma School District staff for a project coordination meeting.
- Staff met with members of the Lake Forest Estates and Springhaven HOAs to review the preliminary design process.
- Staff met with WSDOT to review the preliminary design.
- Staff met with a Farmers Market board member to provide a project update.
- Staff provided City Council updates on the project during the City Manager's report at the January 24, 2022 City Council meeting.
- Staff made a presentation to the King County Regional Funding Committee in April. Unfortunately, the project wasn't competitive to be selected for regional funding competition but is on the contingency list.
- Staff and the design consultant met with King County Metro for preliminary design coordination.
- Staff attended the May 10, 2022 Tahoma School Board meeting to provide project updates.
- WSDOT provided initial review comments on the preliminary design alternative. After discussions with WSDOT and agreeing upon a cross-section design, staff received concurrence from WSDOT for project support.
- The consultant completed the geotechnical boring of the project in May 2022.
- The CD-PW Director submitted a grant application to apply for PSRC King County Countywide Funding Competitions for construction funding of this project, and make a project presentation to the project selection board.
- Staff met with the consultant design team and WSDOT to discuss NEPA related items on August 8, 2022.
- Staff met with Lake Forest Estates HOA (July 29, 2022) and Springhaven HOA (August 15, 2022) to provide both associations with project updates.
- Staff submitted the TIB grant application on August 18, 2022.
- Staff and the consultant team held a public meeting with the community on August 30, 2022. The meeting was well attended, and citizens were in support of the design.
- Staff submitted design documents (Basis of Design, Intersection Control Evaluation) to WSDOT and are awaiting comments/concurrence.

SR 169 Widening – SE 240th Street to SE 244th Street (T-36)

Design Consultant:	David Evans and Associates
Construction Management:	TBD
Construction Contract:	TBD
Construction Bid Award:	TBD
Est. Construction Date:	TBD

Description:

The second segment in the series of capacity improvements on the SR 169 corridor, this project adds an additional lane in both directions to include center turn lanes, sidewalks, bicycle lanes, improved transit stops, street lighting, and enhanced storm drainage. This eliminates a bottleneck for traffic traveling to and from SR 18 and the Wilderness Village shopping area.

Current Status:

- The project design is not expected to start up again until the 4th quarter of 2022 based on the adopted 2022-2027 Six Year TIP and 2022 TIP budget.

Past Milestones:

- The consultant submitted the Intersection Control Evaluation (ICE) to WSDOT.
- Staff submitted the Area of Potential Effect letter to WSDOT.
- The consultant completed the geotechnical exploration on SR 169.
- The Consultant is assessing a roundabout and signal at the SE 244th Street intersection consistent with WSDOT Intersection Control Evaluation (ICE).
- Traffic analysis has concluded signal warrant met at SE 244th Street.
- Topographic survey and traffic counts have been completed.
- WSDOT provided comments on ICE evaluation.
- City Council adopted the 2022-2027 Six Year TIP including design for this project to be in 2022 and 2023, construction phase to be in 2024 and 2025 depending on grant funding.
- Staff responded to public comments from the public hearing of the Six Year TIP.
- The design consultant completed the survey at the intersection of SR 169/SE 240th Street.
- The design consultant completed the geotechnical report.

SE 231st Street Extension Project (T-48)

Design Consultant:	David Evans and Associates
ROW Acquisition:	Fall/Winter of 2021
Construction Management:	David Evans and Associates
Construction Contract:	Active Construction Inc. (ACI)
Construction Bid Award:	May 9, 2022
Est. Construction Date:	Mid-June 2022

Description:

This project creates an urban collector connection through the former Hayes Gravel pit, providing a direct access to the SR 18 interchange. This urban collector connection will provide one lane in each direction, lighting, sidewalks, planter strips, and bicycle lanes on both sides.

CAPITAL IMPROVEMENT PROJECTS (continued)

Current Status:

- City staff completed a walk-through of the site to generate a punch list.
- Street light installation was completed. Staff is coordinating with PSE on final power connections for the site.



Past Milestones:

- Staff brought the bid award to Council on May 9, 2022, and Council awarded the project to Active Construction, Inc.
- Staff met with TIB on preparing for grant application in 2021.
- Staff worked on reviewing the Amazon Fulfillment Center project to ensure approval conditions and improvements are in place for supporting the T48 project.
- Staff created a project website and provided FAQ for public outreach
<https://www.maplevalleywa.gov/departments-services/public-works/capital-improvement-projects/t-48>
- Staff approached the property owner to start the communication of Right of Way purchase for the project.
- Staff provided responses for public inquiries regarding the T48 project and the Amazon Fulfillment Center project.
- City Council approved the design contract with DEA on March 22, 2021 to provide professional engineering services for the project.

CAPITAL IMPROVEMENT PROJECTS (continued)

- Staff executed a service contract with the Contract Land Staff consultant to perform an appraisal for ROW.
- The design contract with DEA was executed and signed.
- ROW consultant Contract Land Staff ordered title reports to perform an appraisal for ROW.
- The design kickoff meeting with DEA was held.
- Project design is started.
- ROW appraisal is started.
- Staff provided responses for public inquiries regarding the T48 project and the Amazon Fulfillment Center project.
- Design is currently underway towards 30% plan.
- ROW appraisal is completed for staff to review.
- Traffic study for the project is completed for staff to review.
- Staff and the consultant worked on preparing the online Public Open House.
- Staff and the consultant worked preparing the SEPA checklist.
- Staff and the consultant worked on preparing the EZ/PROJECT REVIEW FORM for submittal to the Department of Archaeology and Historic Preservation.
- An online Public Open House was held from July 21, 2021 to August 1, 2021.
- The SEPA determination of DNS was issued on August 12, 2021.
- Staff responded to public comments received from the SEPA process.
- The Department of Archaeology and Historic Preservation permit was issued.
- Staff prepared and submitted the TIB grant application on August 13, 2021 for construction funding of the project.
- Staff met with the Amazon public outreach team for updates of both development and city projects.
- Staff completed the review of the 60% design plans and specs.
- ROW acquisition is underway. The Purchase and Sale Agreement was approved by City Council at the September 27, 2021 meeting.
- Staff submitted a TIB grant application in 2021. TIB announced the project selections in November, and T48 wasn't selected for grant funding among the 284 project applications TIB received.
- ROW Acquisition was complete on December 21, 2021.
- Final engineering survey was completed.
- The 2022 TIP budget was presented to City Council at the February 28, 2022 meeting and was approved to start the construction phase of this project in 2022.
- The project was advertised on April 8, 2022, with construction starting in late May or early June
- Staff received and opened 14 bids from contractors for the project on April 22, 2022.
- The Pre-Construction meeting was held on June 9, 2022.
- The contractor began mobilization efforts on June 21, 2022.

CAPITAL IMPROVEMENT PROJECTS (continued)

High Reflectivity Roadway Delineation Project (T-27d)

Design Consultant:	Design in house
ROW Acquisition:	NA
Construction Management:	In house
Construction Contract:	TBD
Construction Bid Award:	Winter 2022
Est. Construction Date:	4th Qtr. 2022/1st, 2nd Qtrs. 2023

Description:

This project provides for installation of high reflectivity pavement marking and signage in areas without streetlights where fixed objects are present and could present a future risk of crashes. Work elements include the installation of profiled retroreflective edge striping on both sides of the street, reflective raised pavement markers at utility poles and large trees, RPMs on center medians and roundabout/traffic circle curbing at the top of the curb, MUTCD Type OM2 reflective signage on utility poles and large trees, reflective signpost wraps on existing stop signs, speed limit signs, and warning signs.

The City applied for the 2020 Highway Safety Improvement Program (HSIP) for this project and was successfully awarded \$484,200.

Current Status:

- Staff is finalizing the project design in-house for construction in late 2022/early 2023.
- Staff continued to obtain construction advertisement approval from WSDOT Local Program.

Past Milestones:

- The City applied for the 2020 Highway Safety Improvement Program (HSIP) for this project and was successfully awarded \$484,200.
- The project was adopted in the 2022 Six Year TIP.
- The project was approved and adopted by PSRC as a statewide STIP project.
- Council approved the resolution to accept the grant funding and authorized the City Manager to sign a Local Agency Agreement with WSDOT for funding obligation.
- Staff worked with the WSDOT Local Program to submit the funding obligation package for the PE design phase.
- Approval was received from the WSDOT Headquarters to start the PE design phase using the funding as obligated.
- PSRC updated the regional STIP for the PE design phase.
- Staff provided an update to WSDOT Local Program and PSRC on construction funding obligation.
- Staff completed the quarterly report for WSDOT headquarter project administration.
- Staff submitted and received NEPA approval from WSDOT local program.
- Staff submitted project progress bill reimbursement request to WSDOT until July of 2022.
- Staff obligated and received funding authorization from WSDOT headquarters for the construction phase of the project.

CAPITAL IMPROVEMENT PROJECTS (continued)

Public Works Surface Water Capital Improvement Projects

Staff has finalized prioritization criteria for CIP projects with support from Public Works Staff as part of the Storm and Surface Water Comprehensive Plan development. The Comprehensive Plan consultants, AltaTerra and Herrera, completed preparation of summary sheets for all projects prioritized through this process, which provide reasoning for the project, as well as a planning level cost estimate. During July and August, staff, AltaTerra, and Herrera finalized all CIP documents.

S-10 2021 Storm Water Ponds Retrofit Project

This project scope includes retrofitting four existing stormwater retention ponds that will improve surface water quality within the City. The scope of work includes lining of the treatment cells, re-establishment of slopes, berms, and access to facilitate maintenance, and the removal of accumulated sediment, debris, and vegetation. The City was awarded \$45,000 from the King County WaterWorks grant program in 2019.

Current Status:

- Iron Creek Construction completed replacement of the southeast gate.
- Staff responded to comments from adjacent property owners.
- Staff installed locks on all of the pond gates.
- Iron Creek Construction completed weed barrier and gravel placement outside the fence boundary.
- Staff reviewed and processed Pay Estimate #4.
- Staff reached out to the Cedar Downs HOA to receive input on tree planting bordering the pond. Staff have created a planting plan that will be executed by the Public Works Maintenance Department, however, due to early freezing forecasts, trees will not be ordered and planted until the spring.
- Staff checked the inlet and outlet structures during a rain event to verify that everything is functioning as designed. The overflow structure is operating well and the pond is detaining flows to the water quality volume.
- Staff prepared the final invoice and the close out report for the King County WaterWorks Grant.

CAPITAL IMPROVEMENT PROJECTS (continued)



S-12 Miscellaneous Drainage Improvements

This project includes small improvements to drainage within the City.

Current Status:

- No updates during the month of October.

S-17 Cedar Downs Water Quality Improvement Project

This project includes a drainage study of Cedar Downs and Cedar Downs Village areas to identify flow control retrofit opportunities to reduce flooding issues and improve three existing water quality facilities. The City contracted with Parametrix to perform the study of this area and provide an alternatives analysis as part of the first phase of this project in 2020. Based on the alternatives proposed and the cost impact, the City moved into Phase 2 of design with Parametrix in 2021 with construction of the improvements to the flow control and water quality vaults in the north end of Cedar Downs planned for 2023.

Current Status:

- Staff submitted the Department of Ecology Water Quality Combined Funding grant application for final design of this project in 2024.

S-18 Witte Road Driveway Culvert Replacement

This project includes the design, permitting, and construction of culverts to replace three driveway culverts that convey South Fork Jenkins Creek. These three culverts are undersized and deteriorating, which is causing upstream flooding of 222nd Court SE and residential properties, and prevents fish passage. This project requires coordination with the downstream S-19 (T-28b Phase 3 Roundabout project) to avoid moving flooding downstream.

Current Status:

- Staff received three qualification submittals from Osborne Consulting, PBS Engineering and Environment, and Parametrix. Staff evaluated the submittals.
- Staff selected Osborn Consulting as the design consultant from the RFQ process. Staff met with the Osborn Consulting team to develop the scope of work.

DEPARTMENT UPDATE

Public Works / Community Development

S-19 SE 254th Place Culvert Replacement and Creek Daylighting

The culvert that conveys South Fork Jenkins Creek under SE 254th Place has been determined to be undersized for flow conveyance as well as fish passage, and is damaged, which has reduced capacity. The City plans to design and install a box culvert to replace the existing culvert to provide both flood reduction and ecological benefits. Due to the modification to project T-28b Phase 3 to include a roundabout at SE 254th Place, this project has been prioritized and was designed by PBS Engineering and Environmental as part of the T-28b Phase 3 project. The construction of this portion of the project along with the roundabout is planned for 2023. The City has been awarded a \$350,000 grant from the King County Flood Control District for the design and construction (an additional \$225,000 was also awarded for the 220th Avenue SE Jenkins Creek Daylighting) with an additional \$40,978 from the King County Flood Control District Subregional Opportunity Fund.

Current Status:

- Staff met with PBS to discuss the Muckleshoot Indian Tribes additional comments on the 254th culvert design and make minor modifications to the design. PBS resubmitted the design memo and design modifications to the Army Corps of Engineers, Muckleshoot Indian Tribe, and Washington Department of Fish and Wildlife for concurrence.
- The design modifications were agreed to by Martin with the Muckleshoot Indian Tribe and PBS resubmitted the permit application to the Army Corps of Engineers and WDFW.

S-24 Lake Wilderness Country Club Drive Culvert Replacement

This project includes the design, permitting, and construction of a culvert to replace the undersized culvert that conveys Jenkins Creek under Lake Wilderness Country Club Drive. This culvert results in flooding upstream of residential crawl spaces, the Golf Course, and 224th Avenue SE.

Current Status:

- The King County Flood Control District was not able to fund the design portion of the project as requested. Staff will plan to apply for construction funds from KCFCD in 2024.
- Staff reviewed the new National Culvert Removal, Replacement, and Restoration Grant Program through the Federal Highway Administration. This project qualifies well for this program and if the City does not receive funding through NOAA's federal grant program, staff will apply for this grant in early 2023.

S-25 Witte Road and Kent Kangley Flooding and Water Quality Improvement Project

This project includes the design, permitting, and construction of new conveyance and water quality treatment infrastructure on Witte Road South of Kent Kangley, prior to stormwater discharge to Cranmar Creek.

Current Status:

- Staff submitted the grant application for the Ecology Water Quality Combined Funding grant for the design of this project in 2024.

DEPARTMENT UPDATE (continued)

Traffic Operation and Management

- Staff responded to 14 citizen action requests in October regarding traffic concerns, signage, parking, pavement markings, and street lighting.
- Per HOA requests, staff coordinated with Traffic Count Consultant to conduct speed studies in the Elk Run Sunridge HOA and on SE 280th east of 228th Avenue SE.
- Puget Sound Energy completed the replacements of the street light poles on Witte Road between SE 240th Street and SE 248th Street that have issues with paint peeling.
- Staff coordinated with WSDOT on sign replacement on State Routes SR 516 and SR 169.
- Staff met with King County on developing plans for using county services for sign maintenance and new installations.

Public Works Maintenance

Public Works maintenance spent much of October finishing up summer maintenance projects and preparing for fall/winter. Staff worked on several storm water projects, sidewalk projects, and shut down irrigation. Crews also took delivery of two new sanders for snow and ice and began preparation for winter by preparing chainsaws, testing snow and ice equipment, and ordering snow and ice materials.

Miscellaneous

- Crew members took Trenching, Pesticide, and Confined Space Training online courses.
- Crews placed electronic message boards for Kindness Connects.

DEPARTMENT UPDATE (continued)

Surface Water

- Crews spent a week performing a pond rehabilitation in the Haley's Terrace neighborhood.



DEPARTMENT UPDATE (continued)

- Crews assisted John Upshaw and the Vactor contractor to set up traffic control and a lane closure so they could remove and replace storm water filters throughout the City.
- Crews removed an inspection cap from an infiltration gallery inspection port in the Northpoint neighborhood.
- Crews repaired a rock retaining wall in the Cedar Downs neighborhood where a contractor had forgotten to replace it during repairs to a storm water facility.
- Crews installed three pond signs in the Cedar Downs, Haley's Terrace, and Eastwood Forest neighborhoods.
- Crews monitored sediment removals, berm work, and pipe installation projects that were completed throughout the summer and are now seeing surface water for the first time.
- Crews planted grasses and shrubs in a bioretention cell along Witte Road.
- Crews checked and cleared storm water drains and ditches city-wide.

Roadway

- Crews responded to a roadkill call-out.
- Crews picked up and installed a "No Turn Around Beyond This Point" sign on Lake Wilderness Drive SE.
- Crews replaced a damaged 'STOP' sign located in the Katesridge neighborhood.
- Crews cleaned up a gear oil spill on SE 276th Street and Kent Kangley.
- Crews repaired a pothole near Maple Ridge, SE 240th Street, and on SE 276th Street.
- Crews repaired two street signs on SE 268th Street.
- Crews installed "No Parking" signs in the Maple Ridge neighborhood.
- Crews picked up detour signs from Alpine Products.

Facility/Equipment Maintenance

- Crews picked up two new sanders, one for the Kodiak dump truck and one for a Ford F-550. These have been installed on the vehicles and are equipped with liquid deicer saddle tanks.
- Crews removed a tire from the Dew-Eeze pond mower to make repairs to the mower and tire and then mounted it back on.
- Crews installed City of Maple Valley decals on the new Community Development vehicle.
- Crews cleaned vehicles, equipment, and the maintenance building.
- Crews dropped off the Toro mower for routine maintenance.
- Crews prepared three vehicles and one boom mower to go to the surplus auction.
- Crews cleaned up wood and debris at the maintenance yard.
- Crews prepped an old trailer to be used for sander storage.
- Crews prepped vehicles and equipment for snow and ice.
- Crews installed and filled the deicer in preparation for next week's low temperatures.

DEPARTMENT UPDATE (continued)

Roadside

- Crews removed some roadside vegetation in the Rosewood neighborhood.
- Crews picked up a couch that had been dumped on Wax Road.
- Crews picked up litter bags along Kent Kangley.
- Crews pruned street trees along Maple Valley Highway near SE 240th Street.
- Crews performed roadside mowing along 228th Avenue SE.
- Crews trimmed and cleaned the entire length of Lake Wilderness Drive.
- Crews cut hanging tree limbs on SE 244th street in the Belmont Woods neighborhood.
- Crews picked up trash bags on 228th Avenue SE.
- Crews picked up trash on Kent Kangley.
- Crews picked up “roadside garage sale” trash that had been taken from Goodwill and placed within the right of way. Crews worked with the Police Department to remove and dispose of the items.



Sidewalks

- Crews ground 30 sidewalk panels in the Maple Ridge neighborhood.

DEPARTMENT UPDATE (continued)

Surface Water Management

- **Education and Outreach**
 - Staff managed the Adopt-a-Drain social media sites.
 - Staff hung Adopt-a-Drain doorhangers in the Sun Ridge Division 1 and 3, Maple Glen, and Elk Run Meadows Division 1 and 2 neighborhoods, a total of over 200 households.
 - Staff reviewed Triangle Associates updated work plan for going into 2023 and planned future contract amendment. The contract amendment will be on the November 21, 2022 City Council Agenda.
 - Staff posted on City social media about lake algae bloom prevention.
 - Adopt-a-Drain is planning to seek a National Estuary Program grant; staff met with a work group to discuss approach and content.
- **Storm and Surface Water Comprehensive Plan**
 - Staff presented the draft plan to Council on October 10, 2022.
 - AltaTerra and Herrera provided the draft SMAP for City review.
 - Staff completed review and final comments for the Comprehensive Plan and SMAP.
 - Staff plans to present the final Comprehensive Plan to Council for adoption on November 28, 2022.
- **NPDES Permit Requirements**
 - Staff completed the update of standard operating procedures to prevent pollution of surface and groundwaters during maintenance activities and provided them to Parks Maintenance and Public Works Maintenance for review.
 - Staff completed responses to the NPDES Permit required questions on the Comprehensive Planning updates related to stormwater management.
 - Staff began reviewing and preparing comments for Ecology's proposed changes to the NPDES Phase II Permit for the reissuance in 2024.
 - Staff submitted a payment request for the Ecology Capacity Grant for vector services provided so far in 2022.
- **Operations and Maintenance**
 - Staff inspected:
 - 20 CDS Structures
 - 4 Detention Ponds
 - 2 Filtration Vaults
 - 6 Infiltration Galleries
 - 4 Oil Water Separators
 - 21 Outfalls
 - Action Services completed:
 - 2 Detention Vault Cleanings
 - 2 Filter Vault Cleanings
 - 4 Filter Replacements
 - 2 Catch Basin Cleanings
 - Staff assisted Action Services with the cleaning of filter vaults.
 - Staff attended a demo of a snake CCTV camera that the City is considering purchasing to check for pipe obstructions and damage when necessary.
 - Staff completed QA/QC of 2022 stormwater facility inspections and worked on completing remaining inspections.
 - Staff worked with Public Works Maintenance to plan and plant the bioretention pond on the west side of Witte Road.



DEPARTMENT UPDATE (continued)

- **Climate Action and Resiliency Planning**
 - Staff met weekly with AltaTerra to discuss the Community Engagement Plan, website set up, Steering Committee composition and meetings and Green House Gas (GHG) Emissions Inventory.
 - Staff and the CivicSpark Fellow assembled the Steering Committee which is composed of three Councilmembers and six staff members. The first Steering Committee meeting will be held November 17, 2022.
 - Staff and our CivicSpark Fellow reviewed the GHG emissions inventory and wedge analysis developed by King County and partners.
 - Staff attended the K4C Elected Official Meeting and K4C Steering Committee Meeting.
 - Staff met internally and with King County to discuss King County's upcoming development of an Extreme Heat Strategy.
 - Staff and the CivicSpark Fellow completed review of the Community Engagement Plan
 - The CivicSpark Fellow scheduled a kickoff meeting for planning the website design and the first Steering Committee meeting.
- Staff reviewed the billing and parcel information provided by King County for charging the 2023 SWM fees and provided updated billing and parcel information for new or missing sites. Staff provided King County a list of parcels that will receive discounts for completing required maintenance in 2022.
- Staff reviewed the draft 2023-2024 budget book and provided comments.
- Staff reviewed HB 1799 related to compost use and reviewed proposed ordinance and code updates.
- Staff attended the ROAD Map Meeting.
- Staff attended the NPDES Permit Coordinators Forum meeting.
- Staff attended a Duwamish Alive! Invasive plant removal event at Hamm Creek with Our Green Duwamish.
- Staff attended a training on the Stormwater grant through the National Estuary Program.
- Staff met with WRIA 9 to discuss upcoming projects that should be added to the WRIA 9 plan and be considered for funding. WRIA 9 suggested additional habitat improvement projects and collaborations.



DEPARTMENT UPDATE (continued)

Lakes Program

- Staff held the fourth quarter LWCAC meeting and posted the draft meeting minutes.
- Staff received applications for the open LWCAC positions. Two positions were filled after City Council interviews.
- Staff completed water sampling for algal toxin testing at Lake Wilderness after reports of an algal bloom. Lake Wilderness was closed due to toxin levels above the recreational limits. Sampling will continue weekly until the lake can be reopened.
- Staff continued to work on the LWCAC Annual Report.
- Staff attended a training on Public Works Contracts.

Solid Waste

- Staff coordinated with Recology on customer service items.
- Staff attended the MSWAC meeting.
- King County delayed the Rate Restructure implementation, so this item will be brought to Council in 2023.
- Staff met with Recology to discuss customer service survey items.
- Staff reviewed and approved Recology's 2023 rates and mailers.
- Staff continued working on the compost ordinance that will be required due to House Bill 1799.
- Staff coordinated with Ridwell on a recycling collection program.
- The City's Fall Recycling Event was held on October 22, 2022. There were 881 carloads of material brought to the site. The total amount of material collected was 108,380 lbs., or 54.2 tons.
- Staff attended the Fall Recycling Coordinators Meeting.

Community Development

CD has been very busy with project-type activities during October. A final plat application for the Cedar Peak plat has been received and is being reviewed. A small Short Plat preliminary plat application has been approved. A Pre-Application meeting was held with Premier Storage, a three-story interior storage facility proposed behind Fred Meyer. Staff attended a public meeting and continued review of the Villages at Maple Valley Design Review submittal. Vertical construction of the Bonaventure Senior Living continues.

Staff prepped next steps for Council's continued review of the Downtown Design Standards and Guidelines and will be meeting with Council members in small groups to finalize the project.

September included many meetings including SKHHP, South King County Housing Planner Group, REACH, K4C (King County 4 Climate), and King County Planning Directors.

Staff continues to work with our CivicSpark Fellow, Rebecca Harbour on our Climate Action and Resiliency Plan.

- Monthly Permit/Inspections Metrics
 - Permit Applications Received: 58
 - Permits Issued: 45
 - Projects Submittals: 2

DEPARTMENT UPDATE (continued)

Planning Commission

The Commission began reviewing the tree cutting penalties and tree retention requirements in July and picked up where they left off when they resumed their meetings in September. In October and the first meeting in November, the Commission finalized their review. A Public Hearing is scheduled for November 16, 2022, and a vote on a recommendation to Council on December 7, 2022.

The Commission has reviewed the first draft of the Public Participation Plan for the Comprehensive Plan Update. They will finalize their review on November 16, 2022. It is anticipated that staff will introduce the plan to Council in January 2023.

Legacy Site Development

Staff prepared a final recommendation to the City Council on the Legacy Site Master Plan. This meeting was held on July 11, 2022. The City Council directed staff to move forward with a request for proposals to sell 5 acres of the Legacy Site for an event center with lodging, restaurant, and parking. Staff worked with a consultant to prepare a draft professional services agreement that would provide assistance in the preparing the RFP, marketing the property sale to developers, and reviewing options for using Tax Increment Financing. Staff plans to bring this professional services agreement to Council in an upcoming Council meeting. Staff is working on the programmatic SEPA for the master plan.

Residential Subdivisions and Available Lots

RESIDENTIAL SUBDIVISIONS AND AVAILABLE LOTS												
File Number	Plat Name	Pre-Plat Approval	Potential Building Lots	Pre-Plat Expiration	Final Plat Approval	Approved Lots	Site Under Const.	Building Permits Issued				Available Building Lots
								Prior to 2020	2020	2021	2022	
CD0406-013	Ridge at Lake Wilderness	6/30/2004		N/A	2/25/2005	11	N/A	10		0		1
CD1309-002	Jordan's Crossing	7/31/2007		N/A	3/24/2014	15	N/A	15		0		0
CD0602-005	Edgestone Divl (Arbors 3)	7/18/2007		N/A	2/23/2017	48	N/A	45	2	1		0
PSP2002-001	Wilderness Crest	7/30/2020	6	7/30/2020	12/7/2021	6	N/A			3	3	0
CD0702-001	South Fork (Sunshine Grove)	7/31/2007		7/31/2007	4/25/2017	10	N/A	10				0
CD1506-007	Canton Crossing (Shavano)	2/9/2016		2/7/2021	5/22/2017	51	N/A	51				0
CD1308-004	Yellow Rock Road	4/1/2014		3/30/2021	8/24/2016	6	yes	6				0
FP2006-001	Momiji Grove (MV216)	8/30/2019	39	8/28/2024	9/18/2020	39	yes		7	32		0
CD0601-010	Wilderness Hills 3	12/11/2007		12/8/2017	2/12/2018	22	No	22				0
CD0702-010	Fox Pointe (aka Mallory)	10/5/2007		10/2/2017	11/28/2018	42	Yes	21	20	1		0
PSP1801-001	Sun Ridge at Elk Run 4D 2 (Sawyer)	11/30/2018	9	11/28/2025	5/13/2021	9	No			3	6	0
CD1602-001	Overlook at Summit Park	3/22/2017	126	3/21/2022	Ph1 7/30/Ph2 3/1/19	126	Yes	56	48	21	1	0
CD1610-005	Northpoint	3/28/2017	110	3/27/2022	3/5/2019	110	Yes	78	31	1		0
CD1604-003	Cedar Peak	6/29/2017	17	6/28/2022	No		No					0
CD1507-006	Tahoma Ridge	8/3/2017	71	8/2/2022	12/1/2020	71	Yes	1	2	68		0
CD1609-007	Zephyr Point	6/26/2020	6	8/7/2020	7/8/2021	6	Yes			6		0
CD1801-001	Meadowridge Park	7/10/2018	49	7/9/2023	8/19/2020	49	YES		41	8		0
	Winters Short Plat	6/19/2020	3	6/19/2025	7/1/2021	3	Yes				3	0
FP1810-002	Edinburgh	5/19/2017	84	6/15/2017	6/11/2019	84	Yes	23	46	15		0

Commercial Projects

File Number	Commercial Projects	Square Feet	Type	Status	Notes
DR2011-001	Emerald City Warehouse	15,681	New construction	Approved	
CD1707-003	Bonaventure at Maple Valley	180,212	New Construction	Approved	Building has started on site.
BLD2008-021	Maple Valley Business Park	387,218	New Construction	Approved	
DR1912-001	The Learning Experience	10,122	New construction	Under Review	Building has started
CD1709-002/CD1709-003	CVS Pharmacy	13,162	New construction	Approved	Design Review and Site Development were approved but no permits were issued. This project is likely not going to continue from indications from property owner.

Total: 606,395

Pre-Application Conferences

Type	2022 1st Quarter	2022 2nd Quarter	2022 3rd Quarter	2022 4th Quarter	2022 YTD
Commercial	2	2	2	1	
Residential	1	3	2		
Other Review Meetings					0
Totals	3	5	4	1	0

Updated 11/03/2022

Current Development Projects

